

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA**

**ADMINISTRATIVE PROCEDURES
FOR FILING
ELECTRONIC DOCUMENTS**

FOR CIVIL AND CRIMINAL CASES

April 11, 2005

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**ADMINISTRATIVE PROCEDURE FOR FILING, SIGNING, AND VERIFYING
PLEADINGS AND PAPERS BY ELECTRONIC MEANS
IN CIVIL AND CRIMINAL CASES**

I. THE ELECTRONIC FILING SYSTEM - GENERAL REQUIREMENTS

A. FILING REQUIREMENTS FOR DOCUMENTS IN GENERAL. Documents submitted for filing in this Court after April 1, 2005, may be filed electronically in the court's Electronic Filing System ("System") or continued to be filed in the traditional manner. Unless otherwise authorized by a judge of this Court or by these procedures, documents to be filed in the System may be submitted in the following ways:

1. **IN PAPER FORM.** A document may be submitted to the Clerk of Court in paper form, whereupon, if the document is appropriate for filing, the clerk shall scan the paper and file the PDF ("Portable Document Format") image as an electronic document.
2. **IN ELECTRONIC FORM.** A PDF document may be uploaded to the System by a registered attorney.
3. **ON DISC.** A document may be submitted to the Clerk of Court for filing by submitting the document on a 3.5" disc as a PDF file. The Clerk of Court shall, if the document is appropriate for filing, upload the disc to the System. Once successfully uploaded, the disc will then be returned to the filer.
4. **BY E-MAIL.** The Court has set up e-mail addresses for filers to submit complaints, proposed orders, consents and emergency filings

to the Court by an e-mail attachment. **E-mail attachments should be in PDF format EXCEPT for proposed orders which must be put in a word processing format.** For all documents sent as attachments to e-mails, filing is not complete until the party submitting the document by e-mail receives a System generated “Notice of Electronic Filing” as described in section II(B)(3). A document submitted to these e-mail addresses without authority will not be processed by the clerk of court. The following pleadings may be submitted as an e-mail attachment:

- a. **Complaints, civil cover sheets and summons**, as described in Section II.A., may be sent to the following e-mail address:

lawdml_complaints@lawd.uscourts.gov

- b. **Proposed orders**, described in Section II.E., may be sent to the following e-mail address:

lawdml_proposedorders@lawd.uscourts.gov

Note: Proposed orders must be in a word processing format not PDF! A judge may want to alter the language of a proposed order which is the reason for putting it in a word processing format.

- c. **Consent forms** may be sent to the following e-mail address:

lawdml_consents@lawd.uscourts.gov

- d. An **Emergency e-mail address** has been set up for a party

who is unable to electronically file a document on the Court's CM/ECF site. (See Section II. H.) The following Emergency e-mail address should be used:

lawdml_emergencyfiling@lawd.uscourts.gov

- e. An e-mail address has also been set up in criminal cases for those agencies submitting charging documents. No other criminal documents may be sent to this address. The following e-mail address can be used for submitting charging documents:

lawdml_criminal@lawd.uscourts.gov

- 5. **DOCUMENTS REQUIRED TO BE FILED IN PAPER.** Certain documents and objects may be kept in the records of the court in paper or "hard" copy, such as sealed documents, lengthy exhibits, physical objects, transcripts or other documents as designated by the Court. The exceptions are only those set forth in these Administrative Procedures.

B. GENERAL FILING INFORMATION

- 1. **LEGIBLE PLEADINGS.** If pleadings are filed in paper form, it is the responsibility of the filer to ensure that the paper document can be scanned with a legible image. The Court encourages such documents to be black print on white paper for maximum contrast. The Court may return filings that are not legible.

2. **JUDGE CAN ORDER FORM.** Any judge of this Court may order that any document presented to this Court be maintained in either paper or electronic form, regardless of any other provision of these Administrative Procedures.
3. **FILING DATE.** A document will be deemed to be filed as of the date it is received in the clerk's office, either electronically, by mail or by paper form.
4. **DOCUMENTS REQUIRING LEAVE OF COURT.** If filing of a document requires leave of court, the attorney shall attach a copy of the proposed document as an exhibit to the motion for leave of court to file the document. If the Court grants the motion, the attorney shall file the document with the Court as directed.
5. **ATTACHMENTS AND EXHIBITS.** Exhibits may be filed either in paper form or electronically:
 - a. Attachments or exhibits of fifty (50) pages or less submitted in paper form will be scanned by the Clerk's Office.
 - b. Attachment or exhibits of fifty (50) pages or more submitted in paper form or in a form not susceptible to scanning will be maintained in a paper file by the Clerk's Office in lieu of being scanned.
 - c. A party submitting an attachment or exhibit in paper form of more than fifty (50) pages may secure permission of the judge

to have the document, or portions thereof, scanned.

- d.. An attachment or exhibit larger than two (2) megabytes shall be filed electronically in separate segments, with no segment being larger than two (2) megabytes.

6. **OFFICIAL COURT RECORD.** The official court record shall be the electronic file, which shall be maintained on the Court's servers.

- a. Paper documents submitted to the court shall be scanned and then stored in daily files rather than being maintained by case file number.
- b. Paper documents, other than attachments and exhibits, shall be retained for a period set by Administrative Office standards.
- c. Attachments and exhibits scanned by the clerk of court shall be maintained in daily files as set forth in subparagraph I.B.6.

7. **HYPERLINKS.** Electronically filed documents may contain hyperlinks to other portions of the same document or hyperlinks to a location on the Internet that contains a source document for a citation. Hyperlinks to a cited authority may not replace standard citation form. Complete citations must be included in the text of the filed document. Neither a hyperlink, nor any site to which it refers, shall be considered part of the record. **Hyperlinks are simply convenient mechanisms for accessing material cited in a filed document. The**

Court accepts no responsibility and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which the site may be linked. The Court accepts no responsibility for the availability or functionality of any hyperlink.

C. **PASSWORDS.** Each attorney who registers to electronically file with this court shall be entitled to one System password from this court. The password permits the attorney to participate in the electronic filing and retrieval of documents in the System.

1. An attorney shall be responsible for all documents filed with his or her password.
2. No attorney shall knowingly permit or cause his or her password to be utilized by anyone other than an authorized employee of his or her office.
3. The court will only issue passwords to attorneys admitted to this court who are in good standing, including attorneys admitted *pro hac vice*.
4. After training, an attorney may change his password only by making a request in writing to the Clerk of Court.
5. If an attorney feels that the security of their password has been compromised and the security of the System has been put at risk, the attorney has an obligation to notify the court. The attorney should change their password immediately.

6. Registration for a password is governed by paragraph I..D. below.

D. REGISTRATION.

1. In order to file a document electronically, an attorney must complete training provided by the court. An attorney may sign-up for training online on the court's website at www.lawd.uscourts.gov or by calling the Clerk's Office. To access the sign-up for attorney training on the website, an attorney must click on the ECF icon which will take you to the training sign-up area..
2. Before filing electronically, an attorney must complete a registration form which gives their consent to receive notices electronically. The registration form is available at the court's website at www.lawd.uscourts.gov. This form should be brought to training or mailed to the Clerk's Office.
3. An attorney may contact the court for a waiver of the training requirement if the attorney has received previous training on another district court's CM/ECF system.
4. To ensure that the Clerk's Office has correctly entered a registering attorney's internet e-mail address in the System, the Clerk's Office will send the attorney an internet e-mail to confirm their e-mail address. If the e-mail address cannot be confirmed, the Clerk's Office will remove that attorney's e-mail address from the electronic filing system until the e-mail address can be corrected.

4. Once registered, an attorney may withdraw from participating in the System by filing with the Clerk of Court a notice of withdrawal from the Electronic Filing System. This notice must be in writing and delivered or mailed to the court. Upon receipt, the clerk's office shall cancel the attorney's password and delete the attorney's name from any applicable electronic service lists.
5. An attorney whose e-mail address, mailing address, telephone or FAX number has changed from that listed on the original Attorney Registration Form shall timely file a notice of that change and serve a copy of the notice on all parties in actions in which they are involved.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. FILING THE COMPLAINT, ISSUING SUMMONSES - CIVIL CASE

1. **FILING OF A COMPLAINT.** Original complaints may be submitted to the court in the following ways:
 - a. **PAPER FORM.** By submission of the complaint in paper form with the appropriate fees and a civil cover sheet, whereupon the clerk will scan the complaint and upload the PDF image. Filing is not complete until the party submitting the document by e-mail receives a System generated "Notice of Electronic Filing" as described in section II.(B)(3).
 - b. **E-MAIL.** By submission of the complaint, the civil cover sheet and

summons as a PDF file attached to an e-mail. Prior to actual filing, the filing fee must be paid or appropriate arrangements for payment of the filing fee acceptable to the clerk must be made. Filing is not complete until the party submitting the document by e-mail receives a System generated “Notice of Electronic Filing” as described in section II.(B). The e-mail address for submitting a complaint by e-mail is:

lawdml_complaints@lawd.uscourts.gov

- c. Only new complaints, civil cover sheets, and summons forms may be sent to the e-mail address listed in subsection “b” above.
- d. A party may not electronically serve a complaint, but instead must effect service according to **Rule 4 of the Federal Rules of Civil Procedure.**
- e. **Payment of Fees:** If a complaint is filed electronically, filing fees must be paid to the Clerk of Court in advance or within 10 days of filing the complaint. If a party fails to pay the appropriate filing fees, the Clerk will submit this matter to the Court to be stricken.

2. **SUMMONSES.**

- a. The clerk’s office will receive summonses to be issued either:
 - (1) By delivering in person or mailed to the Clerk’s office; or
 - (2) By sending to the following e-mail address:

lawdml_complaints@lawd.uscourts.gov

- b. The party requesting the summons must complete the top portion of the summons form prior to submitting the form to the Clerk.
- c. A party requesting issuance of a summons who wishes to have the summons mailed to them, must submit a stamped, self-addressed return envelope.

3. **SERVICE.**

- a. Service of the summons and complaint shall be in accordance with **Rule 4 of the Federal Rules of Civil Procedure.**
- b. Service of documents required to be served in accordance with **Fed.R.Civ.P. 5** shall be made in the following ways:
 - 1. By delivery to the person, by mail or if no known address, by delivery to the Clerk under **Rule 5(b)(2)(A), (B) or (C) of the Federal Rules of Civil Procedure;**
 - 2. By FAX with consent of the party under **Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure;** or
 - 3. By electronic means with consent of the party under **Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure.**
- c. Whenever a pleading or other document is filed electronically in accordance with these procedures, the System shall generate a

“Notice of Electronic Filing” to the filing party, any other party who has consented to receive notice by electronic means, and the assigned judge, if such judge has elected to receive notice. A “Notice of Electronic Filing” sent to a party who has consented to receiving electronic notice satisfies the requirement of notice under **Rule 5 & Rule 77(d) of the Federal Rules of Civil Procedure.**

- d. A certificate of service on all parties entitled to service or notice **is still required** when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished. (**Note: Please see Form B at the end of these procedures for examples of certificates of service.**)
- e. A party who does not consent to electronic service under **Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure** is entitled to service of a paper document under **Rule 5(b)(2) (A), (B) or (C) of the Federal Rules of Civil Procedure.** When mailing paper copies of documents that have been electronically filed, the filing party must include the “Notice of Electronic Filing” to provide the recipient with proof of the filing.
- f. The three (3) day rule of **Rule 6(e) of the Federal Rules of Civil Procedure** for service by mail shall also apply to service by electronic means.

B. FILING IN A CRIMINAL CASE

1. FILING IN A CRIMINAL CASE.

- a. All charging documents including the complaint, information, indictment and superseding information or indictment and all documents related, may be filed electronically in the System or in paper form.
- b. When authorized by these procedures or by the order of a judge of this court, charging documents may also be submitted to the court in PDF format as an attachment to an e-mail. (See e-mail address listed below.) Filing is not complete until the party submitting the document by e-mail receives a System generated “Notice of Electronic Filing.” If a document is submitted to this e-mail address without authority, it will not be processed by the clerk of court.
- c. The e-mail address for submitting charging documents by e-mail is:

lawdml_criminal@lawd.uscourts.gov
- d. Only charging instruments, may be sent to the e-mail address listed in subsection C above.
- e. Plea packages in criminal cases that are scanned into the System will be returned to the U. S. Attorney’s Office for retention under this rule.
- f. Documents that are electronically filed and require original signatures other than that of the Filing User must be maintained in paper form by the Filing User for one year after all time periods for

appeals expire. On request of the court, the Filing User must provide original documents for review.

2. SERVICE (FRCP 5)

1. The “Notice of Electronic Filing” that is automatically generated by the Court’s Electronic Filing System, except as provided, constitutes service of the filed document on Filing Users. Parties who are not Filing Users must be served with a copy of any pleading or other document filed electronically in accordance with the Federal Rules of Civil Procedure and the local rules. In addition, along with the copy of the pleading or other document, a copy of the Notice of Electronic filing must also be served on the party who is not a Filing User.
2. A certificate of service must be included with all documents filed electronically, indicating that service was accomplished through the Notice of Electronic Filing for parties and counsel who are Filing Users and indicating how service was accomplished on any party or counsel who is not a Filing User.
3. Most sealed filings do not produce a Notice of Electronic Filing, and therefore, service by the filer of any sealed document by an alternate method is required.
4. The three (3) day rule of **Rule 45(c) of the Federal Rules of Criminal Procedure** for service by mail shall also apply to service

by electronic means.

C. SIGNATURES.

1. Attorney Signatures.

a. An attorney filing a document in paper form shall sign the document in conformity with **Rule 11** of the **Federal Rules of Civil Procedure, LR5.7.08W and LR11.1W.**

b. An attorney filing a document electronically shall use the following format for their signature:

s/Attorney Name (or digital signature of attorney with name typed thereunder)

Attorney Bar Number

Law Firm Name

Address (street or box number, city, state & zip code)

Telephone Number

FAX number

c. An attorney not admitted to the bar of the Western District of Louisiana may not file a document electronically, but must submit a paper document signed in accordance with **Rule 11** of the **Federal Rules of Civil Procedure and LR11.1W.**

2. **Non-Attorney Signatures.** Non-attorneys who file a document with the Court must file the document in paper form with a signature in compliance with **Rule 11 of the Federal Rules of Civil Procedure.**

3. **Multiple Signatures.** Documents requiring signatures of more than one party must be electronically filed either by: 1) submitting a scanned document containing all necessary signatures; 2) indicating the consent of

the parties who did not sign the document; or 3) submitting a list of the parties who did not sign the document whom user has contacted and have agreed to submit an endorsement no later than three business days after filing. (See **LR5.7.08W**)

4. **Signature of a defendant in criminal case.** A document containing the signature of a defendant in a criminal case may at the court's option be filed either: 1) in paper form with an original written signature or 2) in a scanned format that contains an image of the defendant's signature.

D. FEES PAYABLE TO THE CLERK OF COURT.

1. All fees are payable to the Clerk of Court.
 - a. Methods of payment normally acceptable include cash, money order, and check.
 - b. The Clerk of Court retains the right to require payments to be in cash or money order whenever deemed necessary.
2. The Clerk of Court will document the receipt of fees by a text only-entry on the docket, a copy of which may serve as a receipt to the party submitting payment of the fee.
3. A party who submits their original complaint by e-mail, will have 10 days to transmit appropriate fees to the Clerk of Court. If the party fails to submit appropriate fees, the Clerk will submit this matter to the Court to be stricken.

E. ORDERS.

1. **Signature by the Judge.** Any order signed electronically by a judge shall have the same force and effect as an order signed physically by the judge.

2. **Proposed Orders.**

a. A proposed order must bear a heading in compliance with **Rule 10** of the **Federal Rules of Civil Procedure** and **LR 10.1W**.

b. A proposed order may be submitted to the Clerk of Court in paper form, whereupon it will be referred to the appropriate judge.

c. A proposed order may also be sent by an attachment to an e-mail sent to the Clerk's Office at the following e-mail address:

lawdml_proposedorders@lawd.uscourts.gov

When sent by e-mail, the proposed order should be in a word processing format such as WordPerfect or Word. The Clerk's Office will review all proposed orders sent by e-mail and send them to the appropriate judicial officer.

e. When mailing paper copies of an electronically filed order to a party who is not a registered participant of the System, the Clerk's Office shall include the "Notice of Electronic Filing" to provide the non-participant with proof of filing.

f. The assigned judge or the Clerk's Office, if appropriate, may grant routine orders by a text-only entry upon the docket. In such instances, no PDF document will issue, and a text-only docket entry shall constitute the court's order. A "Notice of Electronic Filing"

will be provided to all parties in these instances.

F. TITLE OF DOCKET ENTRIES. The party electronically filing a pleading or other document shall be responsible for designating a docket entry title for the document by using one of the docket event categories prescribed by the court. An appendix of this event menu, “CM/ECF Civil Menu for Attorneys” is available at the end of this manual.

G. CORRECTING DOCKET ENTRIES.

1. Once a document is submitted to the Court and becomes part of the case docket, corrections to the docket **can only be made by the Clerk’s Office.** The System will not permit the filing party to make changes to the document(s) or docket entry filed in error once the transaction has been accepted and the “Notice of Electronic Filing” has been sent.
2. As soon as a filing party discovers that an error has been made, the filing party should contact the **Help Desk at (866) 323-1101** in the Clerk’s Office with the case number and document number for which the correction is requested and a description of the error. A document may not be altered by the Clerk’s Office. If a document is filed in error or must be altered in any way, the attorney must seek a court order to make any change to the document.
3. **A filing party should not attempt to refile the document but should first call the Clerk’s Office!**

H. TECHNICAL FAILURES.

1. The Clerk's Office shall deem the Western District of Louisiana's CM/ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time that day. Known system outages will be posted on the web site, if possible. A filing party whose filing is made untimely as the result of a technical failure of the court's CM/ECF's site may seek appropriate relief from the court.
2. A party who is unable to electronically file a document on the CM/ECF site, may send the document to the following EMERGENCY email address:

lawdml_emergencyfiling@lawd.uscourts.gov

Note: This e-mail address shall be used only in an emergency when the filer is unable to file on the electronic filing site. Filing is not complete until the party submitting the document by e-mail receives a System generated "Notice of Electronic Filing" as described in section II.(B)(3).

3. Please note that **technical failures do not include:** problems on the filer's end such as phone line problems; problems with the filer's Internet Service Provider (ISP); or hardware or software problems. **Problems on the filer's end will not excuse an untimely filing!** A filer who cannot file a document electronically because of a problem on the filer's end **must file the document in hard copy.**

I. PRIVACY.

1. To comply with the policy of the Judicial Conference of the United States

and E-Government Act of 2002 as amended on August 2, 2004, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the court.

- a. **Social Security Numbers:** Use only the last four digits of the number.
- b. **Names of Minor Children:** Use only the initials of the child.
- c. **Dates of Birth:** Use only the year.
- d. **Financial Account numbers:** Use only the last four digits of the numbers.
- e. **Home Addresses.** Use only the city and state.

2. In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal identifiers specified above may

A. File an unredacted version of the document under seal.

This document shall be retained by the court as part of the record. Or,

B. File a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the

corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended.

It shall be retained by the court as part of the record.

3. In addition, the filing party may omit or, where inclusion is necessary, partially redact the following confidential information from all pleadings, documents, and exhibits, whether filed electronically or on paper, unless the assigned judge orders otherwise.
 - a. Personal identifying numbers, such as driver's license number;
 - b. Medical records, treatment and diagnosis;
 - c. Employment history;
 - d. Individual financial information; and,
 - e. Proprietary or trade secret information.
4. **The responsibility for redacting personal data identifiers rests solely with counsel and the parties!** The clerk's office will not review documents for compliance with this rule, seal on its own motion documents containing personal identifiers, or redact documents, whether filed electronically or on paper.

III. DOCUMENTS UNDER SEAL AND SOCIAL SECURITY CASES. Documents filed under seal and documents filed Social Security cases follow different procedures than other documents and cases filed with the Court. The following procedures govern these documents and cases:

- A. **DOCUMENTS UNDER SEAL.** A party may file either electronically or

by paper a motion or application to file documents under seal. A motion or application not filed electronically shall be presented in paper format to the chambers of the assigned magistrate or district judge along with a proposed order. If the motion or application is granted, the assigned judge will enter electronically the order authorizing the filing of the documents under seal. The filing party shall then deliver the documents in paper to the Clerk's Office for filing under seal.

- B. **SOCIAL SECURITY CASES.** Absent a showing of good cause, all documents, notices, and orders in social security reviews filed in the District Court after the System is implemented shall be filed and noticed electronically, except as noted below:
1. The complaint and other documents typically submitted at the time a social security review is initiated will be filed electronically and served according to these procedures.
 2. Social Security transcripts will be filed in paper form and served since scanning that set of documents and filing or retrieving them electronically is impractical at this time. Because Social Security transcripts will not be scanned or otherwise placed into the System, a notice of manual attachment submitted with the answer will indicate that the transcript is available in paper format at the Clerk's Office.
 3. All other documents in the case, including briefs, will be filed and

served electronically unless the court otherwise orders.

4. To address the privacy issues inherent in a social security review, Internet access to the individuals documents will be limited to counsel and court staff. Docket sheets, however, will be available over the Internet to non-parties. Further, non-parties will continue to have direct access to the documents on file at the Clerk's Office.

IV. EXHIBITS.

- A. A filing party, whenever possible, should electronically image, i.e., "scan" a paper exhibit that is less than two megabytes and submit the exhibit as an attachment in PDF form.
- B. A party may submit in paper form exhibits which are not available in electronic form or which are too lengthy to electronically image, i.e., "scan." The Clerk's Office will note on the docket its receipt of the document(s) or exhibit(s) with a text-only entry.
- C. The filing party should verify the scanned document to make sure the document looks correct and can be read before filing electronically with the court.
- D. Exhibits submitted in paper form shall be served on other parties as if not subject to these procedures.

V. PUBLIC ACCESS TO THE SYSTEM DOCKET.

- A. **PUBLIC ACCESS AT THE COURT.** Electronic access to the electronic docket and documents filed in the System is available for viewing to the

public at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. §1930.

B. **INTERNET ACCESS.** Remote electronic access to the System for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing certain detailed case information, such as filed documents and docket sheets in civil cases, but excluding review of calendars and similar general information.¹

C. **PAPER COPIES AND CERTIFIED COPIES.** Paper copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. §1914.

¹According to a memorandum from the Administrative Office of the United States Courts, dated April 9, 2002, non-judiciary CM/ECF users will be charged a fee of eight cents per page to access electronic filed data such as docket sheets and case documents obtained remotely through the PACER system. A cap of thirty pages per document has been approved.

The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will be charged eight cents a page.

FORM A
ATTORNEY REGISTRATION FORM

**United States District Court
Western District of Louisiana
ELECTRONIC CASE FILING SYSTEM
Attorney/Participant Registration Form**

This form shall be used to register for an account on the Western District of Louisiana's Electronic Filing System. Registered attorneys and other participants will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the Electronic Filing systems. The following information is required for registration:

Please Print or Type

First/Middle/Last Name: _____

Last four digits of Social Security Number: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Telephone Number: _____

FAX number: _____

E-Mail Address: _____

(Attorney's email for electronic service)

Additional E-Mail Address: _____

(Secretary, central repository, etc.)

**Please rate your computer skills: ____none____ a little____ know basics____very knowledgeable

****Note: Attorneys seeking to file documents electronically must first be admitted to practice in the United States District Court, Western District of Louisiana pursuant to LR83.2.3W.**

****By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed.R.Civ.P. 5(b) and 77(d) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised.**

Date

Attorney/Participant Signature

Please return original with your signature to:

**U.S. District Court, Western District of Louisiana
Attn: ECF Attorney Registration
300 Fannin, Suite 1167
Shreveport, LA 71101**

FORM B
CERTIFICATE OF SERVICE - SAMPLE FORMAT

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA**

SAMPLE FORMATS - CERTIFICATE OF SERVICE

Sample A

I hereby certify that on [date], a copy of the foregoing [name of document] was filed electronically with the Clerk of Court using the CM/ECF system. Notice of this filing will be sent to _____ by operation of the court's electronic filing system. I also certify that I have mailed by United States Postal Service this filing to the following non-CM/ECF participants:

_____.

s/

Attorney's Name and Bar Number
Attorney For (Plaintiff/Defendant)
Law Firm Name
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx

Sample B

I hereby certify on that on (date), I presented the foregoing to the Clerk of the Court for filing and uploading to the CM/ECF system which will send notification of such filing to the following: _____, and I hereby certify that I have mailed by United States Postal Service the document to the following non-CM/ECF participants: _____.

s/

Attorney's Name and Bar Number
Attorney For (Plaintiff/Defendant)
Law Firm Name
Address
City, State, Zip Code
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx

FORM C
CM/ECF CIVIL EVENT MENU FOR ATTORNEYS

Civil Events

(Documents electronically filed under one of these categories)

Initial Pleadings and Service

Complaints and Other Initiating Documents

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Complaint
- Counterclaim
- Crossclaim
- District Transfer In
- Intervenor Complaint
- Motion to Vacate/Set Aside/ Correct Sentence (2255)
- Notice of Condemnation
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Registration of Foreign Judgment

Service of Process

- Acknowledgment of Service
- Affidavit of Service
- Certificate of Service
- Request for Waiver of Service
- Service by Publication
- Summons Returned Executed
- Summons Returned Executed as to USA
- Summons Returned Executed as to USA (Social Security)
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted

Answers to Complaints

Other Answers

- Admiralty Answer to Complaint
- Affidavit in Opposition
- Affidavit in Support
 - Amended Answer to Complaint
 - Answer to Claim
 - Answer to Writ of Garnishment
- Claim
- Objection to Report and Recommendation
- Withdrawal of Claim

Motions and Related Filings

Motions

- Alter Judgment
- Amend/Correct
- Appeal of Magistrate
- Judge Decision to District
- Judge
- Appear
- Appear Pro Hac Vice
- Appoint Counsel
- Appoint Custodian
- Appoint Expert
- Appoint
- Guardian/Attorney ad Litem
- Attorney Fees
- Bifurcate
- Bill of Costs
- Bond
- Certificate of Appealability
- Certify Class
- Change Venue
- Compel
- Consent Judgment
- Consolidate Case
- Continue
- Copies (Prisoner Cases)
- Daubert Motion
- Declaration of Mistrial
- Declaratory Judgment
- Default Judgment
- Deposit Funds
- Directed Verdict
- Disbursement of Funds
- Disclosure
- Discovery
- Dismiss
- Dismiss/Joint or Voluntary
- Dismiss/Lack of Jurisdiction
- Dismiss/Lack of Prosecution
- Disqualify Counsel
- Disqualify Judge
- Disqualify Juror

Enforce Judgment
Enroll as Counsel
Entry of Default
Expedite
Extension of Time (Other)
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
File Excess Pages
Forfeiture of Property Hearing
In Limine
Intervene
Issuance of Warrant in rem
Joinder
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54(b)
Leave to Appeal
Leave to File Document
Letters Rogatory
Lift Stay
Limited Admission
Miscellaneous Relief
More Definite Statement
New Trial
Order of Sale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Proceed In Forma Pauperis
Proceed In Forma Pauperis on Appeal
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Recusal

Release of Bond
Obligation
Release of Funds
Remand
Reopen/Reinstate Case
Return of Property
Sanctions
Seal
Seal Case
Seal Document
Sealed Motion
Serve
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Show Cause
Stay
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Take Deposition
Temporary Restraining Order
Transfer Case
Unseal Case
Unseal Document
Vacate
Withdraw
Withdraw Reference
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum
Writ of Mandamus

Responses and Replies

Memorandum in Opposition to Motion

Memorandum in Support of Motion
Reply to Response to Motion
Response to Motion
Statement of Material Facts
Supplemental Memorandum in Opposition to Motion
Supplemental Memorandum in Support of Motion

Other Filings

Discovery Documents

Answer to Interrogatories
Depositions
Interrogatories Propounded
Notice to take deposition
Request for Admissions
Request for Production of Documents
Response to Discovery Request

Notices

Certificate of Consent/Opposition
Certificate of Counsel
Instructions to Garnishee
Notice (Other)
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Change of Address
Notice of Garnishment and Instructions
Notice of Lis Pendens
Notice of Post-Judgment Garnishment by Clerk
Notice of Removal
Notice of Settlement
Notice of Voluntary Dismissal
Notice to Defendant Debtor on How to Claim Exemptions
Notice/Certificate of Mailing Regarding Order Appointing Commissioners

Trial Documents

Agreement for Jury Verdict
Exhibit List
Pretrial Stipulation/Statement/Memorandum
Proposed Findings of Fact
Proposed Jury Instructions

Proposed Jury Interrogatories/Verdict
Proposed Voir Dire
Trial Brief
Witness List

Appeal Documents (Social Security, Bankruptcy, 5th Circuit)

Appeal Transcript Request
Bankruptcy Appellants Brief
Bankruptcy Appellants Reply Brief
Bankruptcy Appellees Brief
Bankruptcy Designation of Record on Appeal
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Social Security Appellants Brief
Social Security Appellants Reply Brief
Social Security Appellees Brief
Social Security Supplemental Transcript/Brief

Other Documents

Affidavit
Amended Document (NOT Motion)
Application for Writ
Bill of Costs
Consent to Magistrate Judge
Disposition on Motion
Consent to Removal
Corporate Disclosure
Corrective Document (used to correct a deficient document)
Financial Affidavit
Financial Affidavit - CJA 23
Interpleader
Jury Demand
Proposed Order/Judgment
Proposed Plan of Work
Proposed Pretrial Order
Redacted Document
Report of Rule 26(f) Planning Meeting
Response (NOT Motions)
Response in Opposition (NOT Motions)
Response in Support (NOT Motions)

Response to Order to Show Cause
Response to Removal Order
Satisfaction of Judgment
Settlement Agreement
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Transcript Request

FORM D

CM/ECF CRIMINAL EVENT MENU FOR ATTORNEYS

Criminal Events

**Charging Instruments and Pleas
Plea-Related Documents**

Plea Agreement

**Motions and Related Filings
Motions**

Acceptance of Responsibility
Acquittal
Adapt Motion of Other Defendant
Alter Judgment
Amend/Correct
Appeal of Magistrate Judge Decision to District Judge
Appear Pro Hac Vice
Appoint Counsel
Appoint Expert
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Change Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Departure from Sentencing Guidelines
Detention
Directed Verdict
Disclosure
Discovery
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Early termination of probation
Enroll Counsel
Evidence Favorable to Defendant
Exclude
Expedite
Extension of Time
Extension of Time to File
Extension of Time to file Response/Reply
Extension of Time to Indict
File Amicus Brief
File Excess Pages
Forfeiture of Property
Garcia Rule 44(c) Hearing

Handwriting Exemplars
Hearing
In Limine
Inspect
Issuance of Warrant in Rem
Jencks Act Material
Joinder
Judgment Debtor Exam
Judgment Notwithstanding the Verdict
Judicial Recommendation Against Deportation
Leave to Appeal
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify Conditions of Release
Modify Sentence
New trial
Notice pursuant to Rule 12
Order of Competency to Stand Trial
Proceed In Forma Pauperis on Appeal
Production
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reconsideration
Recusal
Reduce Sentence
Release Bond Obligation
Release from Custody
Release of Funds
Remand
Remand to State Court
Return of Property/post trial
Return of Property/pre trial
Return of Surety
Revoke
Sanctions
Seal
Seal case
Seal document

Sealed motion
Separate trial on counts
Service by Publication
Set Aside Forfeiture
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Set Trial
Sever Defendant
Show Cause
Show Cause re revocation of probation
Show Cause re revocation of supervised release
Special Appearance
Speedy trial
Stay
Strike
Substitute Attorney
Suppress
Take Deposition
Transcript
Travel
Unseal Case
Unseal Document
Vacate
Vacate (2255)
Waive speedy trial
Warrant
Warrant for arrest of property
Withdraw document
Withdraw Plea of Guilty
Withdraw Plea of Nolo Contendere
Withdraw as Attorney
Writ
Writ of Habeas Corpus and prosequendum
Writ of Habeas Corpus ad testificandum

Responses and Replies

Memorandum in Opposition to Motion
Memorandum in Support of Motion
Reply to Response
Response in Opposition
Response in Support
Response to Motion

Other Filings

Discovery Documents

- Demand for Alibi Witness
- Notice of Alibi
- Notice of Alibi Witness
- Notice of Error or Defect
- Notice of Insanity Defense
- Notice of Insanity Witness
- Notice of Intent to Use Evidence
- Notice of Issue of Foreign Law
- Notice of Public Authority
- Notice of Public Authority Opposing Witness
- Request for Discovery
- Withdrawal of Alibi
- Withdrawal of Insanity defense
- Withdrawal of Insanity witness
- Withdrawal of Public Authority Defense

Waiver

Service of Process

- Application for writ of continuing garnishment
- Application for writ of Habeas Corpus ad prosequendum
- Application for writ of Habeas Corpus ad testificandum
- Certificate of Service
- Judgment returned executed
- Return of service by U.S. Marshal
- Return on commitment to other district
- Search warrant returned executed
- Search warrant returned unexecuted
- Summons returned executed
- Summons returned unexecuted
- Warrant returned executed
- Warrant returned unexecuted
- Writ of Garnishment returned
- Writ of Habeas Corpus ad prosequendum executed
- Writ of Habeas Corpus ad prosequendum unexecuted
- Writ of Habeas Corpus ad testificandum executed
- Writ of Habeas Corpus ad testificandum unexecuted

Notices

Deferral of Prosecution
Instructions to Garnishee
Nolle Prosequi
Notice (Other)
Notice of Attorney Appearance - Defendant
Notice of Attorney Appearance - USA
Notice of Garnishment and Instructions
Notice of Intent to Seek the Death Penalty
Notice of Post-Judgment Garnishment by Clerk
Notice to Defendant Debtor on How to Claim Exemptions
Notice to Resume Prosecution

Trial Documents

Exhibit List
Proposed Jury Instructions
Proposed Voir Dire
Stipulation to Jury
Trial Brief
Witness List

Appeal Documents

Appeal Transcript Request
Appeal of Magistrate Judge Decision to District Court - Criminal Case
Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
Defendant Brief
Defendant Reply Brief
Designation of Record on Appeal
Government Brief
Government Reply Brief
Notice of Appeal - Conditions of Release
Notice of Appeal - Final Judgment
Notice of Appeal - Interlocutory
Notice of Docketing Appeal from Magistrate Judge Decision

Other Documents

Acknowledgment and Certification
Affidavit
Affidavit - Rule 40
Affidavit of Understanding
Agreement to Abandon Property

Answer of Garnishee
Consent to Inspection of PSI
Consent to Magistrate Judge Disposition on Motion
Consent to Trial Before US Magistrate Judge
Defendant Information Sheet
Elements of Offense
Factual Basis For Guilty Plea
Financial Affidavit - CJA23
Information to Establish Prior Conviction
Letters of Reference (Sealed Pleading)
List of Foreseeable Issues
Objection to Presentence Investigation Report (Sealed Pleading)
Objection to Report and Recommendations
Presentence Investigation Report (Sealed Pleading)
Pretrial Memorandum
Redaction Index (Sealed Pleading)
Refusal of Magistrate Judge Jurisdiction
Response (NOT Motions)
Response to Order to Show Cause
Sealed Document
Sentencing Memorandum (Sealed Pleading)
Status Report
Transcript Request
Withdrawal of Motion